

SECRET

STANDARD FORM NO. 64

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700170015-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 24 AUG 1959

25X1 FROM :  DDP Trainee

SUBJECT: Report and Recommendation on Unused Safes Survey *8/1959*

1. FACTS

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On 27 July  reviewed approximately 3000 Security Check Sheets (Form 108) and Security Check Officer List (Form 109) collected by the Physical Security Division during a three month period.

2. FINDINGS

a. The review disclosed that 51 safes should be checked for possible misuse. The attached list shows the area and activity of these 51 safes over a 3 month period. (TAB A)

26 safes were not opened for over 30 days.

25 safes were opened once or twice a month.

b. The number of misused safes may be greater than 51 because there are many of the Security Check Sheets that show no action except in the "checked by" column. Either these safes are not being opened, or the individuals that are opening them fail to sign the sheet. We have not listed many of these when we gave the benefit of doubt to the offending office. (TAB B)

c. The back of Form 108 is frequently dated in advance but is often unused. Apparently all users of this form are not aware that it is to be used on both sides, although it is indicated on the form (TAB C)

Many of the consumers do not complete the space where the name of the office is to be shown. (TAB D) Therefore, when forms are so unreliably filled out it is impossible to obtain reliable facts.

d. Most Security Check Officers do not fill out Form 109 properly. (TAB E) This made the system sufficiently suspect to the surveyors to prompt recommendation 3 c below.

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3. RECOMMENDATIONS

a. Send a form letter to the Area Records Officers asking that they check the safes that indicate very little use, and report their findings to the Records Management Staff. Their reply could be indicated on the form that is sent to them requesting that they check the safes.

b. Revise Form 109, eliminating most of the space allotted for "remarks." Our survey showed that most of these forms are completed with no remarks whatsoever. (TAB F) This suggestion has been prepared by me and forwarded to [ ] and action is now being taken by his staff. (TAB G)

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c. Revise Regulation No. [ ] to instruct the Area Security Officer in the originating office to check these forms for possible violations and improper use of the forms or equipment. After checking these forms, the Security Officer to then destroy the forms showing no violations. Forms with remarks which concern the Office of Security would be forwarded to Security. This positive reporting system would eliminate the transmission of a great mass of paper to the Office of Security.

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Attachments:

Tabs A, B, C, D, E, F, and G

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM															
UNCLASSIFIED	CONFIDENTIAL	X	SECRET												
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP															
TO	NAME AND ADDRESS	INITIALS	DATE												
1	[Redacted] 1104 "L"	[Signature]													
2	[Redacted]														
3	[Redacted]														
4	604														
5	1016 76th St														
6															
<table border="1"> <tr> <td>ACTION</td> <td>DIRECT REPLY</td> <td>PREPARE REPLY</td> </tr> <tr> <td>APPROVAL</td> <td>DISPATCH</td> <td>RECOMMENDATION</td> </tr> <tr> <td>COMMENT</td> <td>FILE</td> <td>RETURN</td> </tr> <tr> <td>CONCURRENCE</td> <td>X INFORMATION</td> <td>SIGNATURE</td> </tr> </table>				ACTION	DIRECT REPLY	PREPARE REPLY	APPROVAL	DISPATCH	RECOMMENDATION	COMMENT	FILE	RETURN	CONCURRENCE	X INFORMATION	SIGNATURE
ACTION	DIRECT REPLY	PREPARE REPLY													
APPROVAL	DISPATCH	RECOMMENDATION													
COMMENT	FILE	RETURN													
CONCURRENCE	X INFORMATION	SIGNATURE													
<b>Remarks:</b> <p>Ray:</p> <p>Attached is a report prepared by [Redacted]  I thought you would like to see it and I will be glad to have any comment you wish to make.</p> <p>This study is similar to one that we did about a year ago from which we got some pretty good results. Please return this to me when this has served its purpose.</p> <p>[Redacted]</p>															
FOLD HERE TO RETURN TO SENDER															
FROM: NAME, ADDRESS AND PHONE NO.			DATE												
[Redacted] 604, 1016 16th St.			8/25/59												
UNCLASSIFIED	CONFIDENTIAL	X	SECRET												